

BOARD OF SUPERVISORS

Brown County



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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Steve Fewell, Vice Chair
Julie Knier, Patrick Moynihan Jr., Pat La Violette
Tom Lund, Jesse Brunette

HUMAN SERVICES COMMITTEE

Wednesday, July 22, 2009

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

****PLEASE NOTE TIME****

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 24, 2009.

Comments from Public

Report from Human Services Chair, Patrick Evans

1. Review Minutes of:
 - a. Aging & Disability Resource Center Board (June 25, 2009).
 - b. Aging & Disability Resource Center Program Committee (June 25, 2009).
 - c. Human Services Board (June 18, 2009)
2. Update from Captain Dave Konrath, Professional Division of the Sheriff's Dept.

Communications

3. Communication from Supervisor Vander Leest re: Request for each Standing Committee to forward a list of priorities to the County Executive for preparation of the 2010 budget (referred from June Human Services Committee).

Aging & Disability Resource Center

4. Grant Application Review (#09-30) MIPPA.

Human Services Dept.

5. Request for Budget Transfer (#09-39): Interdepartmental Transfer (including contingency or general fund transfers): On February 27, 2009, the County Board approved the transfer of Planning, Evaluation and Quality Management Director position from the Human Services table of organization to Human Resources.
6. Decision Regarding Retention of Excess Nursing Home Beds.
7. RFP For Diversion Facility.
8. Family Care Update.
9. Community Treatment Center Update.
10. Mental Health Center Statistics (June 2009).
11. Bellin Psychiatric Monthly Report (June 2009).
12. Approval for New Non-Continuous Vendor.
13. Request for New Vendor Contract.
14. Monthly Contract Update.
15. Director's Report

Health Dept. – No Agenda Items.

Syble Hopp School – No Agenda Items.

Veterans Dept. No Agenda Items.

Other

16. Audit of Bills.
17. Such other Matters as Authorized by Law.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, June 24, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Jesse Brunette, Patrick Evans, Steve Fewell, Julie Knier, Patrick Moynihan, Tom Lund.
Excused: Pat LaViolette.
Also Present: Nate Curell, Tom Eggebrecht, Tom Hinz, Mary Johnson.
Other Interested Parties.

- I. **Call Meeting to Order:**
The meeting was called to order by Chairman Patrick Evans at 6:01 p.m.
- II. **Approve/Modify Agenda:**

Motion made by Supervisor Moynihan and seconded by Supervisor Brunette to approve. MOTION APPROVED UNANIMOUSLY.
- III **Approve/Modify Minutes of May 27, 2009:**

Motion made by Supervisor Brunette and seconded by Supervisor Fewell to approve. MOTION APPROVED UNANIMOUSLY.

Comments from Public/Such Other Matters as Authorized by Law: None.

Report from Human Services Chair, Patrick Evans: None.

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center Board (05/28/09)
 - b. Human Services Board (05/21/09)
 - c. Homeless Issues & Affordable Housing Subcommittee (05/19/09)
 - d. Veterans' Recognition Subcommittee (06/09/09)

Motion made by Supervisor Fewell and seconded by Supervisor Brunette to receive and place on file 1a, b, c, & d. MOTION APPROVED UNANIMOUSLY.

Communications

2. **Communication from Supervisor Vander Leest re: Request for each Standing Committee to forward a list of priorities to the County Executive for preparation of the 2010 budget:**

Motion made by Supervisor Fewell and seconded by Supervisor Moynihan to hold for one month. MOTION APPROVED UNANIMOUSLY.

Aging & Disability Resource Center

3. **Revenue and Expense Report (5/31/09):**

Motion made by Supervisor Fewell and seconded by Supervisor Moynihan to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Human Services Department

4. **Drug Court Grant Request Approval:**

Motion made by Supervisor Fewell and seconded by Supervisor Moynihan to approve. MOTION APPROVED UNANIMOUSLY.

5. **Family Care Update:**

Chair Evans stated that Supervisor Langan had been on this Subcommittee previously. Chair Evans requested that the Recording Secretary send a letter under his signature asking any County Board Supervisors who would be interested in serving on this Subcommittee to contact him. This Subcommittee holds meetings during the day—at 1:00 p.m.; so this could impact their decisions.

(Supervisor Knier arrived at 6:06 p.m.)

Motion made by Supervisor Moynihan and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY.

(Supervisor Lund arrived at 6:08 p.m.)

6. **Community Treatment Center Update:**

Nate Curell, Facility Management Engineer, distributed and reviewed the CTC Project Budget and the Floor Plan (copies attached). Mr. Curell stated that he is the Project Manager for the CTC Project. He indicated that, pending no unforeseen disasters, the project is on schedule and on budget: Move-in should begin on 10/08/2009; and the CTC should be open on 10/12/2009.

When reviewing the Floor Plan, Mr. Curell explained: Area E (administration, outpatient clinic, dietary, and support) is approximately 90 percent complete; Area F (psychiatric hospital) is about 70 percent complete; Area D (resident center and nursing support) is about 60 percent complete; and Areas A, B, and C (separate nursing units) are 60 percent, 50 percent, and 40 percent complete respectively.

Mr. Curell continued by saying that the design portion of the Leed Accreditation of the USGBC (U.S. Green Building Council) has been submitted. The feedback received indicates that the CTC building is on track to receive a Leed Gold Building Accreditation, which exceeds the Leed Silver Building Accreditation that was anticipated.

Motion made by Supervisor Fewell and seconded by Supervisor Knier to receive and place on file. MOTION APPROVED UNANIMOUSLY.

THH

7. Mental Health Center Statistics (May 2009):

Supervisor Lund expressed an interest in obtaining information from other counties in order to learn why census is down. Mary Johnson, Interim Inpatient Services Director, indicated that a report is being compiled with this information.

Motion made by Supervisor Moynihan and seconded by Supervisor Knier to receive and place on file. MOTION APPROVED UNANIMOUSLY.

8. Bellin Psychiatric Monthly Report (May 2009):

Motion made by Supervisor Fewell and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY.

9. Approval for New Non-Continuous Vendor:

Motion made by Supervisor Fewell and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY.

10. Request for New Vendor Contract:

Motion made by Supervisor Fewell and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY.

11. Monthly Contract Update:

Motion made by Supervisor Fewell and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY.

12. Financial Report for Community Programs:

After reviewing this report, Tom Eggebrecht, Interim Human Services Director, informed the Committee that in the State Budget there is a proposal to raise the Bed Tax. Mr. Eggebrecht recommended that this be voted on next month. He stated that there are currently 80 beds licensed, and Brown County will be occupying a facility that serves 63 beds. This means that those 17 licensed beds would be charged an additional \$75 per bed per month effective July 1. This is expected to go up to \$95 in July of next year. Mr. Eggebrecht questioned whether Brown County wanted to pay tax on beds that will not be used or release those beds and risk the cost of buying them back in the future.

Chair Evans expressed concern as to the cost of getting those beds back.

Supervisor Lund asked if this bed tax is for the State of Wisconsin to pay for the administrative costs of overseeing the County. Although Mr. Eggebrecht stated that he could not speak to the intent, he did say this incentive puts the pressure on facilities from holding beds that are not needed. Supervisor Lund asked why the State did not just reduce its staff, because the State is "really not doing anything for anybody, so that would be the first thing that you do with your budget is reduce your staffing that's not doing anything for anybody."

III

Supervisor Knier stated that since she will not be at next month's meeting, she wanted to express her feelings about this. She said she would "fall on the side of closing the beds—getting rid of them and avoiding the tax in the first place."

Tom Hinz, Brown County Executive, stated that there are many other needs throughout Brown County; and why spend \$15,000 to \$20,000 per year on something that may not ever be needed in the future?

Supervisor Fewell asked if there was a market to sell these beds. Ms. Johnson said she would research this and bring this back to the Committee.

Motion made by Supervisor Brunette and seconded by Supervisor Moynihan to receive and place on file. MOTION APPROVED UNANIMOUSLY.

13. Financial Report for Mental Health Center:

Supervisor Fewell stated that he had been told that there is a lot of pressure on staff to "work short." Further, he was informed that HR has been saying, "You can't fill that position. You have to work short." In addition, there is a lot of expense for agency services. Supervisor Fewell expressed concern about this.

Ms. Johnson stated that this is not the case and explained how she maintains a 1 to 7 ratio in the nursing home population. Ms. Johnson told the Committee that, instead of "working short," the goal has been to get the budget under control and still remain safe.

Supervisor Fewell continued by emphasizing that he would be very concerned if Brown County was putting either clients or professionals' licenses in jeopardy. Ms. Johnson stated again that the Mental Health Center is not working short.

Concerning the upcoming move into the new facility (CTC), Supervisor Fewell suggested that Brown County contract with healthcare professionals for the relocation as opposed to utilizing the Sheriff's Department. He explained that a healthcare professional would know how to set the tone and the demeanor for those moving into the CTC, in order to reflect the change in philosophy and care and demonstrate that the CTC is the absolute best long-term care facility dealing with mental health issues in the state.

Supervisor Fewell indicated that this is the time to promote this philosophy and educate the employees on core values to be implemented. Ms. Johnson stated that a values committee had been started, and she plans to continue that work. She stated that she has even incorporated this into job descriptions. Ms. Johnson then outlined steps that had been taken in preparation for the move.

Discussion ensued concerning some employment issues at the Mental Health Center.

When asked, Ms. Johnson indicated that the air conditioning should not be turned off at night at the Mental Health Center.

III

Mr. Eggebrecht expressed appreciation for Supervisor Fewell's comments and stated that the new building is no better than the job being performed inside it. He continued by saying that the opportunity is now to make changes—it will be too late if changes are not made until after the move. Mr. Eggebrecht stated that consideration is being made to bring in consultants to help with the process.

Executive Hinz added that this is a very detail-oriented process, and many have been involved in helping to recognize areas that need to be considered. Executive Hinz also stated that there have been items identified in the contract that will need to be adjusted to make the CTC function better. He realized that this may upset some employees; but Brown County's objective is to determine the best ways to operate the facility and not the facility being created for the employees.

Chair Evans asked Executive Hinz if Captain Konrath could attend the next meeting to offer a short update for the Committee.

Motion made by Supervisor Fewell and seconded by Supervisor Moynihan to approve. MOTION APPROVED UNANIMOUSLY.

14. Director's Report:

Mr. Eggebrecht stated that Diane Pivonka will be returning the beginning of next month, and will be assuming the position vacated by Marvin Rucker.

Executive Hinz shared an e-mail received by Glen Tilot, Information and Assessment Volunteer Coordinator, concerning the PALS Program. This e-mail was from a client of this Program and expressed appreciation for the positive impact the Program had made on her and her siblings.

Motion made by Supervisor Fewell and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Health Department – None.
Syble Hopp School – None
Veterans Dept. - None.

Other:

15. Audit of Bills:

Motion made by Supervisor Fewell and seconded by Supervisor Brunette to pay the bills. MOTION APPROVED UNANIMOUSLY.

Motion made by Supervisor Lund and seconded by Supervisor Fewell to adjourn at 6:43 p.m. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary

III

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

June 25, 2009

PRESENT: Patricia Finder-Stone, Keith Pamperin, Pat Cochran, Warren Skenadore, Grace Aanonsen, Bill Clancy, Steve Daniels, Donajane Brasch

EXCUSED: Judy Parrish, Libbie Miller, Tom Diedrick

ALSO PRESENT: Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers, Denise Misovec, Diana Brown

PLEDGE OF ALLEGIANCE.

Vice-Chairperson Pamperin called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Finder-Stone and seconded by Sup. Clancy to adopt the June 25, 2009 agenda. **MOTION CARRIED.**

INTRODUCTIONS: After Board introductions were made, Ms. Christianson introduced John Fritz, our newest Information & Assistance Specialist. Mr. Fritz has worked for the Alzheimers Association for the past 4 ½ years. He is excited about being able to bring some of his expertise in this area to the ADRC and is looking forward to becoming an intricate part of the I&A Staff.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF May 28, 2009:

Ms Finder-Stone moved and Sup. Clancy seconded to approve the minutes of the regular meeting of May 28, 2009. **MOTION CARRIED.**

FINANCIAL REPORT:

- A. REVIEW AND APPROVAL OF THE MAY, 2009 REPORT:** Ms. Archambault reported that for the most part expenses appear to be on target. She noted that we are under in food costs and related expenses and we will be reviewing this information in preparation of the 2010 budget. Program income for the nutrition program shows an average donation of \$1.96; however, we had budgeted for \$2.10. The Older Americans Act revenues will be received this month.

Sup. Clancy moved and Ms. Cochran seconded to approve the May 2009 Financial Report. **MOTION CARRIED.**

- B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no restricted donations.

- B. APPROVAL TO SUBMIT MIPPA GRANT:** Ms. Archambault explained that through the Medicare Improvement for Patients and Providers Act (MIPPA), grant money has been made available to each county for the purposes of outreach and education to consumers regarding Part D Low Income Subsidy (LIS) and Medicare Savings Programs (MSP). Because the available dollars for each county are so small, the state has asked that we work with Kewaunee County to provide outreach and education to consumers. We also need to provide outreach specifically to the Hmong population. We propose to contract with NEWCAP for Hmong outreach and to contract with an individual for our other outreach efforts in Brown and Kewaunee Counties. The overall goal would be to

increase the number of enrollees. Ms. Archambault stated that the grant would be for \$9,500 per year totaling \$19,000 for the 2 year grant for Brown and Kewaunee Counties.

Ms. Finder-Stone moved and Ms. Brasch seconded to approve the submission of the MIPPA Grant. **MOTION CARRIED.**

REPORT FROM PROGRAM COMMITTEE – RECOMMENDATION FOR 2010-2011 MEAL CONTRACT FOR NUTRITION PROGRAM: Mr. Pamperin reported that the Program Committee had met earlier today and opened the proposal received from Konop Food & Catering Inc. for the 2010-2011 meal contract for the nutrition program. We are currently paying \$3.67 per meal and the new proposal came in at \$3.70 per meal. There were no other proposals submitted. It was the Program Committee's recommendation that we accept Konop's proposed rate of \$3.70 per meal.

Sup. Clancy moved and Ms. Aanonsen seconded to approve and accept Konop's proposal for the 2010-2011 Meal Contract for the Nutrition Program.

2010-2012 AGING UNIT PLAN: Ms. Archambault explained that the Older Americans Act requires that we develop and submit a 3-Year Aging Unit Plan. She reviewed the "Summary of Plan Requirements" and the "Role of the Policy-Making Body" which detailed the requirements for board involvement. These include: Focusing on the development of the plan (June meeting); Review & approval of a draft version prior to public hearings (July meeting); and Review and approval of the final draft following public hearings (August meeting). The board will also need to conduct a review of its Mission Statement.

She explained that the "Plan Context" needs to include information about who are the older persons in Brown County, discuss their needs, how the aging network serves them, our role in long term care, as well as the challenges and resources that impact our consumers and our agency. It must also reflect the advocacy orientation of the aging unit to improve the quality of life for older persons. The Environmental Scan should encompass present capabilities as well as future needs to achieve goals. Goals are required for emergency preparedness, transportation coordination, and family caregiver support activities. Plans can also include goals for areas the board identifies as a priority. In our 2009 Plan, we have included goals for prevention activities.

Public hearings will be scheduled during the first two weeks in August. Ms. Archambault encouraged board members to attend the hearings and will keep everyone posted as the planning process develops.

REVIEW OF DRAFT 2010 ADRC BUDGET: Ms. Archambault prefaced the draft budget information noting that the economics of the nation, state and county will make this budget very difficult. She noted that the county is facing a \$3,000,000 or more deficit before beginning the 2010 budget. County Executive Tom Hinz has met with Department Heads to discuss ways to save dollars on a county level as well as within each department. Department Heads were also asked to discuss this issue with their own staff. At this time everything across the board is being considered from energy efficiencies to staff furloughs, etc.

Because the budget packet from the County Executive will not be distributed to departments until July 7th, this first budget draft reflects the current levy. It is expected that the levy for next year will not be at this level. This first draft is just to give us an idea of where we stand now.

The budget includes no salary increases for ADRC staff and no salary increases for contract agencies.

Ms. Archambault stated that the 2010 budget process does not allow for the addition of new positions – changes to the organizational chart will be handled separately. She explained that we are now contracting with Human Services for Functional Screeners (1 FTE), Economic Support (.5) and a Wait List Staff (5). In talking with Human Services, it was our original intention to move these responsibilities to the ADRC in 2010. However, this would require that positions be transferred to the ADRC. For 2010, until there is a resolution regarding this transfer, we will leave the contract amount with HSD in the proposed budget.

She reviewed the expenses stating that most costs are based on our previous budget noting a few line item changes: Travel is increased due to the required travel associated with performing functional screens; Utilities remains the same for now until we receive direction from the county; Office Supplies are decreased by 10% with expected savings from implementing "lean" measures; Food Costs are increased by 5% based on the new meal cost; and Data Processing, Insurance and Indirect Costs remain the same until we receive the updated county budget information. Under Contract Expenses N.E.W. Curative has asked for \$5,000 over last year; American Red Cross has asked for a \$5,000 increase; management costs have been increased to \$4,000 for the transportation grant; Rural Driver Escort has been increased due to more rides; \$22,899 is budgeted for the continuation of the Prevention Programs; and, \$226,970 for the Human Services Department Contract is budgeted for now. These adjustments bring the projected 2010 Expenses down to \$4,611,632.

On the revenue side, Ms. Archambault noted that a major increase is projected in MA Claiming, much of which offsets the reduction in the ADRC grant. Older Americans Act funding showed an overall slight increase. Nutrition Program Income was decreased by \$1,000 based on this year's experience. The s.85.21 Transportation grant requires a 20% levy match which will result in \$1,805 of levy required for transportation and unavailable for agency use. Revenue projections total \$4,619,820 for 2010.

Ms. Archambault also reviewed the 2010 Budget depicting a breakdown of how expenses and revenues are allocated by program.

LEGISLATIVE UPDATE: Ms. Finder-Stone announced that the CWAG (Coalition of Wisconsin Aging Groups) will be holding their 32nd Annual Convention, *The Changing Face of Aging* in Green Bay on July 23 – 24, 2009. They will also be holding their District Meeting on September 14, 2009 at the S.C. Grand. Ms. Finder-Stone distributed registration forms for the convention and urged board members to attend.

DIRECTOR'S REPORT: Ms. Archambault reported that she has been working on the 2010 Draft Budget.

GREATER WISCONSIN AGENCY ON AGING RESOURCES (GWAAR) NETWORK NOTES: Ms. Archambault referred board members to the GWAAR Newsletter, the "Greater Wisconsin Agency on Aging Resources, Inc. Network Notes", included in the board packet for their perusal. GWAAR's Planning and Service Area covers 70 of Wisconsin's 72 Counties (with the exception of Dane and Milwaukee Counties) and all 11 Native American Tribes in the state.

ANNOUNCEMENTS: There were no announcements.

NEXT MEETING DATE – JULY 15, 2009: The next ADRC Board of Director's Meeting will be held on Wednesday, July 15, 2009.

ADJOURN: Ms. Aanonsen moved to adjourn and Ms. Finder-Stone seconded. **MOTION CARRIED.** The meeting adjourned at 10:04 a.m.

Respectfully submitted,



Arlene Westphal, Secretary

**PROCEEDINGS OF THE PROGRAM COMMITTEE OF THE AGING AND
DISABILITY RESOURCE CENTER OF BROWN COUNTY** **June 25, 2009**

PRESENT: Keith Pamperin, Pat Finder-Stone

EXCUSED: Libbie Miller

ALSO PRESENT: Sunny Archambault

PLEDGE OF ALLEGIANCE

Mr. Pamperin called the meeting to order at 8:00 a.m. on Thursday, June 25, 2009.

ADOPTION OF AGENDA: The agenda was adopted by consensus.

ELECTION OF CHAIRPERSON: Mr. Pamperin was elected chair by consensus.

APPROVAL OF MINUTES: Neither committee member present was a member in 2007 when the last Program Committee meeting was held. It was agreed that the minutes for June 28, 2007 had been approved when the committee reported during the regular board meeting and needed no further action.

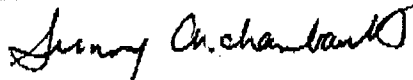
OPENING OF PROPOSALS: The Konop information proposed a meal cost of \$3.70 for 2010. The current rate is \$3.67. There were no other proposals.

CONVENE IN CLOSED SESSION: Members agreed that there was no need to move into closed session. By consensus, the committee recommends that the Board approve Konop's proposed \$3.70 cost per meal.

ANNOUNCEMENTS: None.

ADJOURN: The meeting adjourned at 8:05 a.m.

RESPECTFULLY SUBMITTED:



Sunny Archambault
Director

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, June 18, 2009 at the Family Services Kress Residential Facility – 3430 Spirit Way, Green Bay, Wisconsin

Present: Barbara Bauer, JoAnn Grashberger, Tom Lund, Dottie Schoenleber,
Helen Smits, Andy Williams

Excused: Paula Geishirt, Maria Zehren

Also

Present: Tom Eggebrecht – Interim Director, Human Services Department
Jim Hermans – Human Services Department, Manager of Child Welfare
& Juvenile Justice Program
Jeff VandeLeest – Vice President, Family Services Residential Facility
Lori Worschel – Program Director, Family Services Residential Facility
Beth Robinson – Drug Court Coordinator
Mary Johnson – Interim Administrator, B. C. Mental Health Center
Diane Heszel – RN, UWGB Student Masters Program

1. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:20 p.m.
Introductions were made as noted above.

2. Approve/Modify Agenda:

Motion made by A. Williams and seconded by B. Bauer to approve the agenda as written. MOTION CARRIED UNANIMOUSLY

3. Approve Minutes of May 21, 2009 Human Services Board Meeting:

Motion made by J. Grashberger and seconded by D. Schoenleber to approve the 5/21/09 minutes as written. MOTION CARRIED UNANIMOUSLY

4. Drug Court Grant Application Review:

Tom Eggebrecht explained that this grant in the amount of \$2,500 would be used for the purpose of funding incentives for Drug Court participants. Approval will go before the Human Services Committee at their next meeting and then on to the County Board.

Beth Robinson, Drug Court Coordinator, noted the grant will be used for such items as bus passes/tokens to assist with transportation to treatment or other appointments, journals, sobriety milestone tokens, in addition to assistance with GED and education application fees, bike safety equipment, resume writing assistance, job interview assistance, tutoring, writing/reading assistance, computer education, and family/group activities to promote pro-social interaction and therapeutic leisure.

5. **Family Care Update:**

Mr. Eggebrecht noted that items #5 and #6 will be standing items on the agenda in the future. At the last meeting the concept of equal misrepresentation on the new Long Term Care District Board was discussed. Eggebrecht reported that this concept has been adopted by the Human Services Committee and by the County Board. The State is working with Shawano County to serve as Fiscal Agent. Two components of the state grant money are to hire a Planning Director who will remain as District Administrator subject to approval of the new Board, in addition to a Chief Financial Officer.

6. **Community Treatment Center Update:**

Mary Johnson, Director of Nurses for Long Term Care is presently serving as the Interim Administrator of the Mental Health Center. She reported that construction of the new Community Treatment Center is moving forward, stating that the focus will be on resident space and comfort of clientele. Move-in date is set for October 10th and 11th, with offices and staff moving just prior to this. An Open House will be scheduled before the move-in date and this Board will be informed. A process for moving patients safely and efficiently, approximately 60 in the nursing home, and 20 in the hospital is being planned.

Johnson reported that a fund raising committee has been created with Supervisor Pat LaViolette, County Executive Tom Hinz, along with various guardians, etc. with a focus on landscaping and the sale of bricks.

7. **Financial Report:**

Current financial reports for the Mental Health Center and Economic Support & Community Services were distributed and are attached. The annual forecast for year end shows an anticipated loss, however, Mary Johnson indicated that expenses are projected to be less in the new facility. The cost of one to one supervision was discussed and is being monitored.

8. **Bellin Hospital Statistical Update:**

A report from Linda Roethle of the Bellin Psychiatric Center shows there were no involuntary adolescents transferred to other institutions, nor were there any admissions refused in May.

9. **Mental Health Center Statistical Update:**

Statistics for May 2009 as provided in packet material were reviewed. Mr. Eggebrecht pointed out that average daily census has decreased from 2008 to 2009, as have admissions from out-of-county.

10. **Contract Update:**

Report was reviewed. No questions asked.

11. **Director's Report:**

Tom Eggebrecht highlighted the following activities during the last reporting period:

- Budget meetings have been held weekly during June in order to be ready for a final document in July.

1c

- Summary of the Joint Finance Committee's Proposed 2010 Budget Changes was distributed (attached). Eggebrecht pointed out that the total reduction in funding/additional expense is at \$757,937 for Community Programs, and at \$27,700 for the Mental Health Center.
- Have been working with a consultant to develop an electronic medical records system for the Mental Health Center/Community Treatment Center. An RFP will be developed to secure a vendor. Some money has been set aside for this purpose estimated to cost in excess of \$1 million.

12. **Any Other Matters: None**

13. **Family Services Residential Overview and Tour:**

Jim Hermans, Family Services Manager, introduced Jeff VandeLeest Vice President of the Family Services Residential Facility, stating that he has worked with Mr. VandeLeest in a variety of program areas over the years.

Mr. VandeLeest explained that the Family Services Residential Facility (Billie Kress Center for Youth Development) opened in March 2002. Lori Worschel, Program Director, gave an overview of the residential treatment program at the facility, explaining it is a live-in center for adolescents typically 10 to 17 years old. There is a maximum capacity of 22, with a present census of 19. Those youth served are struggling at home, in school, and in the community with significant problems including behavior and mental health issues. Some are physically aggressive, some have suffered abuse and neglect, and some have abused alcohol and drugs. Components to meet needs include schooling, counseling, and treatment with an average length of stay at 4 to 6 months. A behavioral management team provides direct youth care through supervision, implementation of behavioral strategies, management of crises, along with social/recreational activities. The treatment center works closely with the various Family Service offices, along with the families of clientele. Success of the program is based on an approach where each youth is treated as unique and special needs are individualized. The goal is to return youth to their families, schools, and to the community.

Mr. VandeLeest explained that 99% of referrals are court ordered. Staff includes 25 full-time, and 20 part-time. When asked if outcomes are tracked, Ms. Worschel noted that some studies have been done and she will provide those statistics to the Board. She noted that during 2007-2008, there were 83 to 85% of clientele successfully discharged. Post discharge follow-up is done with families, the school system, and various agencies for a six month period.

14. **Adjourn Business Meeting:**

A suggestion was made to change the day of the month for this meeting as the 3rd Thursday follows the County Board meeting of the evening before. This item will be on the July agenda.

Other Agenda Items:

Family Care Update

Community Treatment Center Update

1c

**Motion made by D. Schoenleber and seconded by B. Bauer to adjourn at
6:15 p.m. with a Tour of the Family Services Residential Center to follow.
MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel
Recording Secretary

1c

**Brown County Mental Health Center
Preliminary Variance Forecast Based on
April 2009 Financials**

(Unaudited)

	YTD Actual	YTD Budget	Annual Budget	Annual Forecast	Variance
Operation & Maintenance (cont'd)					
Equipment Repair & Maintenance	14,045	5,918	18,000	42,720	(24,720)
Vehicle Repair & Maintenance	340	855	2,600	1,034	1,566
Cleaning & Housing Supplies	2,468	1,841	5,600	7,507	(1,907)
Gas, Oil, Etc.	229	658	2,000	697	1,303
Advertising & Recruitment	3,458	164	500	5,358	(4,858)
Postage	4,846	4,110	12,500	14,538	(2,038)
Equipment Rental	-	1,973	6,000	-	6,000
Books, Periodicals, Subscription	593	2,088	6,350	1,779	4,571
Computer Software	8,640	11,671	35,500	25,920	9,580
Information Services Chargebacks	79,131	85,677	260,601	237,393	23,208
Insurance Chargebacks	24,053	23,724	72,161	72,161	-
Indirect Cost	111,605	159,453	485,003	334,815	150,188
Other Miscellaneous	1,114	2,827	8,600	3,388	5,212
Equipment - Nonoutlay	-	25,325	77,030	-	77,030
Food	67,155	70,685	215,000	204,263	10,737
Total Operation & Maintenance	\$ 384,947	\$ 512,978	\$ 1,560,307	\$ 1,215,651	\$ 344,656
Travel & Conference					
Travel, Conference & Training	\$ 3,101	\$ 3,288	\$ 10,000	\$ 9,432	\$ 568
Total Travel & Conference	\$ 3,101	\$ 3,288	\$ 10,000	\$ 9,432	\$ 568

Brown County Mental Health Center
Preliminary Variance Forecast Based on
April 2009 Financials

(Unaudited)

	YTD Actual	YTD Budget	Annual Budget	Annual Forecast	Variance
Utilities					
Electric	\$ 16	\$ 50	\$ 150	\$ 48	\$ 102
Gas, oil, etc.	16	50	150	48	102
Water & Sewer	49	67	200	147	53
Telephone	10,430	11,178	34,000	31,290	2,710
Other Utilities	6,086	2,728	8,184	18,258	(10,074)
Total Utilities	\$ 16,597	\$ 14,073	\$ 42,684	\$ 49,791	\$ (7,107)
Contracted Services					
Temporary Replacement Help	\$ 177,678	\$ 68,877	\$ 209,502	\$ 540,437	\$ (330,935)
Professional Services	13,536	13,351	40,610	40,608	2
Other Contracted Services	587,066	704,342	2,142,373	1,785,659	356,714
Total Contracted Services	\$ 778,280	\$ 786,570	\$ 2,392,485	\$ 2,366,704	\$ 25,781
Medical Expenses					
Medical Supplies	\$ 114,930	\$ 163,751	\$ 498,075	\$ 349,579	\$ 148,496
Medical Care	5,762	3,288	10,000	17,526	(7,526)
Total Medical Expenses	\$ 120,692	\$ 167,039	\$ 508,075	\$ 367,105	\$ 140,970
Depreciation					
Depreciation - Buildings	\$ -	\$ 1,644	\$ 5,000	\$ -	\$ 5,000
Depreciation - Bldg Improve	18,257	18,082	55,000	54,771	229
Depreciation - Equipment	24,587	50,630	154,000	73,761	80,239
Depreciation - Land Hold Improve	1,135	2,071	6,300	3,405	2,895
Total Depreciation	\$ 43,979	\$ 72,427	\$ 220,300	\$ 131,937	\$ 88,363
Total Expenditures	\$ 4,776,309	\$ 6,034,871	\$ 15,314,279	\$ 14,569,623	\$ 744,656

**Brown County Mental Health Center
Preliminary Variance Forecast Based on
April 2009 Financials**

(Unaudited)

	YTD Actual	YTD Budget	Annual Budget	Annual Forecast	Variance
Revenues					
General Property Taxes	\$ 1,112,145	\$ 1,112,145	\$ 3,336,435	\$ 3,336,435	\$ -
Public Charges	2,087,689	2,574,780	8,014,147	6,350,054	1,664,093
Intergovernmental Charges	1,015,859	1,021,878	3,108,211	3,089,904	18,307
Misc. Revenue	190,168	212,576	646,586	578,428	68,158
Transfer In	-	-	-	-	-
Total Revenues	\$ 4,405,861	\$ 4,921,387	\$ 15,105,379	\$ 13,354,821	\$ 1,750,558
Net Income (Expense)	\$ (370,448)	\$ (113,484)	\$ (208,900)	\$ (1,214,802)	

**Brown County Mental Health Center
Preliminary Variance Forecast Based on
April 2009 Financials**

(Unaudited)

	YTD Actual	YTD Budget	Annual Budget	Annual Forecast	Variance
Expenditures					
Salaries					
Regular Earnings	\$ 2,223,695	\$ 2,235,901	\$ 6,800,867	\$ 6,763,739	\$ 37,128
STD Reimbursement	(24,551)	-	-	(74,676)	74,676
Overtime Earnings	232,764	170,959	520,000	707,991	(187,991)
Total Salaries	\$ 2,431,908	\$ 2,406,860	\$ 7,320,867	\$ 7,397,054	\$ (76,187)
Fringe Benefits					
FICA	\$ 183,774	\$ 1,071,636	\$ 3,259,561	\$ 558,979	\$ 2,700,582
Accident & Health Insurance	500,094	-	-	1,521,119	(1,521,119)
Life Insurance	6,204	-	-	18,871	(18,871)
Dental Insurance	35,281	-	-	107,313	(107,313)
Disability Insurance	17,897	-	-	54,437	(54,437)
Retirement Credit	112,752	-	-	342,954	(342,954)
Retirement	102,766	-	-	312,580	(312,580)
Workers Compensation Insurance	34,292	-	-	104,305	(104,305)
Unemployment Compensation	3,745	-	-	11,391	(11,391)
Total Fringe Benefits	\$ 996,805	\$ 1,071,636	\$ 3,259,561	\$ 3,031,949	\$ 227,612
Operation & Maintenance					
Office Supplies	\$ 6,993	\$ 6,740	\$ 20,500	\$ 21,270	\$ (770)
Supplies & Expense	24,882	61,125	185,922	94,488	91,434
Copy Expense	5,674	3,616	11,000	17,022	(6,022)
Printing	5,004	7,332	22,300	15,012	7,288
Dues & Memberships	717	1,236	3,760	2,151	1,609
Software Maintenance	-	17,319	52,680	42,135	10,545
Bed Assessments	24,000	18,641	56,700	72,000	(15,300)

**Brown County Economic Support and Community Services
Preliminary Variance Forecast Based on
April 2009 Financials**

(Unaudited)

	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	Annual Forecast
Agency Management Division:						
Agency Management	\$ 17,724	\$ 26,819	\$ 84,040	\$ 98,028	\$ 326,262	\$ 252,120
Agency Support	195,706	170,928	734,266	679,624	2,079,124	2,202,798
Financial Services	111,216	106,213	417,941	408,941	1,380,588	1,253,823
Management & Info. Sys.	52,615	75,052	176,216	300,211	900,633	860,083
Contract Administration	20,870	19,359	58,321	75,361	246,138	174,963
Quality Improvement	6,301	15,252	43,672	56,745	198,140	94,080
Total Agency Management	\$ 404,432	\$ 413,622	\$ 1,514,456	\$ 1,620,810	\$ 5,130,883	\$ 4,837,867
Economic Support Division:						
Fraud Investigation	\$ 15,557	\$ 13,408	\$ 59,542	\$ 51,765	\$ 173,258	\$ 192,522
Economic Support Unit	83,453	81,785	288,969	320,511	1,025,608	910,761
Economic Support Certification	174,634	180,631	687,207	697,354	2,335,395	2,240,820
Economic Support - Child Daycare	20,577	18,695	76,520	72,179	241,744	252,888
Sub Total Econ Supp Provided Serv	294,221	294,517	1,112,238	1,141,809	3,776,001	3,596,981
Economic Support Purch. Serv.						
Child Day Care	\$ (12,711)	\$ -	\$ (3,590)	\$ -	\$ -	\$ (10,770)
EAP Program	27,933	21,257	81,117	85,023	255,069	255,069
Interpreter Service	1,634	1,084	4,868	4,334	13,008	14,604
Other Purch Serv	29,465	17,954	70,854	71,817	215,461	212,562
Sub Total Economic S. Purch. Serv.	58,021	40,295	153,249	161,174	483,520	471,465
Total Economic Support	\$ 352,242	\$ 334,812	\$ 1,265,487	\$ 1,302,983	\$ 4,259,521	\$ 4,068,446
Children's Services Division:						
Children's GCS	\$ 20,986	\$ 21,211	\$ 80,893	\$ 82,082	\$ 273,518	\$ 272,679
Adolescent Services	105,138	112,694	416,463	412,795	1,373,552	1,389,359
Child Protect Services - Intake	66,569	85,321	252,444	328,702	1,107,736	867,332
Child Protect Services - Ongoing	78,240	81,323	294,624	314,867	1,045,382	973,872
Child Protect Services - Ongoing	52,139	69,231	203,491	266,718	898,851	680,473
Shelter Care	54,788	58,647	203,564	226,342	758,653	680,592
Volunteer Services	22,257	17,110	66,685	66,587	217,610	200,056
Children & Family Support	74,830	70,908	284,054	273,192	920,734	1,136,216

Brown County Economic Support and Community Services
Preliminary Variance Forecast Based on
April 2009 Financials

(Unaudited)

	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	Annual Forecast
Sub Total Children Serv Provided Serv	474,947	516,445	1,802,208	1,971,175	6,596,036	6,200,678
Purchase Services Child & Fam.						
Children and Family Services	\$ 20,867	\$ 15,480	\$ 42,584	\$ 61,840	\$ 185,519	\$ 166,015
Children's CLTS Waiver	151,573	141,953	432,858	567,812	1,703,435	1,740,350
Children's Autism Program	189,269	146,703	465,560	586,812	1,760,435	1,760,435
Alternate Care	245,520	212,339	747,447	849,360	2,548,081	2,906,735
Bed Hold	11,784	13,309	58,921	53,237	159,711	159,711
Child Abuse	29,146	27,299	94,488	109,136	327,587	327,587
Child & Family Incentive Funds	25,974	13,313	81,206	53,253	159,758	243,618
CFS Respite	-	1,667	-	6,667	20,000	20,000
Respite Care	19,031	12,500	54,493	50,000	150,000	87,109
Domestic Violence	3,638	2,085	18,189	8,346	25,037	54,567
Family Based Services	1,320	1,294	5,280	5,178	15,534	15,840
Family Planning	-	417	-	1,667	5,000	2,000
Family Preservation & Support	6,008	6,008	24,033	24,033	72,100	72,100
Family Training	9,732	22,950	83,664	91,800	275,400	275,400
Healthy Families	12,972	18,052	51,887	72,207	216,620	216,620
CISN Program	42,871	25,042	70,687	100,169	300,507	212,061
Kinship Care - Abuse & Neglected	54,825	50,029	218,440	200,117	600,350	600,350
Teen Parenting Skills	15,300	15,300	76,500	61,200	183,600	183,600
Wrap Around	17,876	25,500	54,587	102,000	306,000	243,761
Youth Aids	29,211	83,122	352,076	332,489	997,484	1,129,890
Youth Aids Independent Living	2,887	3,663	10,875	14,554	43,963	35,000
Children's Advocacy Center	50,000	4,167	50,000	16,667	50,000	50,000
DMC Grant	6,175	5,833	12,498	23,333	70,000	70,000
Birth to Three	83,770	89,654	266,478	358,618	1,075,854	1,043,696
Other	61,164	52,036	189,383	211,742	635,226	637,796
Sub Total Children Serv Purchased Serv	1,070,653	990,596	3,462,131	3,962,395	11,837,181	12,254,189
Total Children's Services Division	\$ 1,546,600	\$ 1,507,041	\$ 5,264,339	\$ 5,933,570	\$ 18,433,217	\$ 18,454,867
Adult Services:						
Adult Intake	\$ 35,471	\$ 33,661	\$ 133,210	\$ 130,046	\$ 434,597	\$ 399,618
Community Support - COP	103,003	115,592	418,041	431,502	1,443,342	1,254,111
Community Support - DD	146,703	136,385	556,249	525,382	1,771,425	1,674,735
Information & Assessment	33,200	31,937	126,058	122,991	414,950	378,162
AOBA Services	56,118	62,820	212,813	242,113	814,905	696,493

1c

Brown County Economic Support and Community Services
Preliminary Variance Forecast Based on
April 2009 Financials

(Unaudited)

	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	Annual Forecast
Community Treatment - MI	217,453	234,993	840,934	911,205	3,011,693	2,758,163
Protective Payee	24,422	31,075	105,548	119,723	403,459	316,644
Community Supportive Services	21,100	25,429	83,777	98,954	323,506	514,463
AOD/CT/PCSP Support Services	44,578	68,710	166,120	270,795	851,468	784,905
Personal Care Nurses	30,122	37,440	116,708	145,024	480,858	350,112
Community Crisis Response Team	7,741	9,767	29,042	37,953	124,640	87,114
Drug Court	5,829	14,111	6,942	58,883	178,290	129,097
Sub Total Adult Services Provided Services	725,741	801,930	2,799,442	3,094,571	10,253,156	9,333,611
Purchased Services:						
Elder Abuse Grant	\$ 1,621	\$ 5,223	\$ 4,511	\$ 20,889	\$ 82,666	\$ 62,666
Elderly Community Aids/Levy	10,119	7,221	23,205	28,884	86,652	162,040
COP Services	120,933	116,018	152,812	464,072	1,392,217	1,332,941
COP Administration	372	8,138	7,265	32,532	97,655	103,903
COP Waiver Services	493,664	367,060	1,373,175	1,468,240	4,404,721	4,344,040
Nursing Home Relocations	81,957	84,038	247,884	336,155	1,008,465	1,228,869
Personal Care Asses. & Serv.	-	557,751	1,191	2,231,005	6,693,016	6,693,016
PH & Sensory - Community Aids/Levy	5,003	3,425	14,017	13,700	41,089	74,636
CIP/II Services	448,231	286,372	1,021,521	1,153,488	3,460,463	3,329,379
CIP/IA Services	366,881	259,482	1,082,536	1,037,931	3,173,793	3,233,145
CIP/IB Services & CSLA	1,490,245	1,098,079	3,909,100	4,392,318	13,176,953	13,689,438
Brain Injury Prog. Services	33,155	27,099	94,501	108,398	325,193	345,512
DD - Community Integration	766,557	599,362	2,272,463	2,397,445	7,192,338	7,304,064
DD - Community Aids	34,340	46,060	(84,694)	192,200	576,601	599,100
DD - Family Support	3,329	17,809	17,489	47,233	141,698	106,053
DD - Respite	-	933	-	3,333	10,000	-
DD - Transition Students	540	10,417	1,352	41,667	125,000	168,527
DD - Advocacy	2,697	2,644	13,485	10,576	31,729	31,729
AODA Block Grant	84,749	69,770	249,654	279,083	837,249	939,766
AODA - MHC	39,939	30,843	87,982	122,570	367,770	360,882
AODA - Community Aids/Levy	56,409	31,636	138,357	126,546	379,637	399,041
Intoxicated Driver Program	-	4,080	12	16,320	48,960	36
IV - Drug Abuse Treatment	1,875	7,500	9,375	30,000	90,000	26,655
MI Community Aids/Levy	345,047	244,557	911,731	978,227	2,934,580	3,030,418
MI Community Aids/Levy - MHC	158,332	149,608	373,244	598,430	1,795,290	1,626,108
GCS Program	84,208	36,894	139,428	147,574	442,722	486,594
MI Diversion Facility	3,855	52,692	19,275	210,767	632,300	631,340
MI - Block Grant	72,566	59,500	182,200	238,000	714,000	714,000
IMD OBRA Reallocations	77,445	39,999	56,270	159,959	479,877	382,258

1c

Brown County Economic Support and Community Services
Preliminary Variance Forecast Based on
April 2009 Financials

(Unaudited)

	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	Annual Forecast
Crisis Respite	-	2,400	-	9,500	28,800	-
Crisis Stabilization	1,511	23,389	6,542	93,557	280,671	19,626
Crisis - Waivers	-	13,833	-	55,333	166,000	-
Homeless Shelter Prg.	3,417	4,675	17,085	18,700	56,100	56,100
Grants	20,172	24,114	45,307	96,458	289,375	289,375
Prior Year Expenditures	(1,643)	-	(23,576)	-	-	(23,576)
Other	123	532	862	2,133	6,400	862
Sub Total Adult Services Purchases Services	4,807,647	4,290,833	12,362,341	17,163,342	51,490,030	51,748,443
Total Adult Services Division	\$ 5,533,388	\$ 5,092,763	\$ 15,161,783	\$ 20,257,913	\$ 61,743,186	\$ 61,082,054
Total Holding Account	\$ (50,766)	\$ -	\$ (59,486)	\$ -	\$ -	\$ -
Grand Total Expenditures	\$ 7,784,896	\$ 7,348,238	\$ 23,146,579	\$ 29,115,276	\$ 89,516,807	\$ 88,443,224
Revenues:						
General Property Taxes	\$ 1,629,673	\$ 1,631,261	\$ 6,518,692	\$ 6,525,043	\$ 19,575,129	\$ 19,556,074
State Funds	3,251,725	4,920,476	7,136,920	19,685,201	69,049,011	60,035,936
Public Charges	119,228	110,401	402,961	441,503	1,324,808	1,586,295
Intergovernmental Charges	128,344	703,636	572,406	2,814,554	8,443,862	6,341,388
Misc. Revenue	117,612	53,103	163,746	212,410	637,226	368,500
Transfer In	16,956	17,027	24,156	26,308	44,156	30,900
AODA MHC Transfer	-	3,384	-	13,537	40,612	-
Total Revenues:	\$ 5,263,238	\$ 7,439,288	\$ 14,818,681	\$ 29,718,556	\$ 89,114,804	\$ 87,918,193
Net Effect on Fund Balance					\$ (502,203)	\$ (525,041)

1c

Brown County Human Services
Summary of the Joint Finance Committee's Proposed 2010 Budget Changes

Budget Action	Estimated 2010 effect on Brown County
Base funding for the DHS Basic Community Aids Allocation (BCA) will be reduced by roughly 1% in CY 10 and CY 11 (\$4.1 million over two years)	Reduction of DHS BCA of \$66,346
Base funding for the DCF BCA will be reduced by 14% in CY 10 and 16% in CY 11, with stimulus money used by the state to help offset reduction	Reduction of DCF BCA of \$104,915
Elimination of IV-E funding	Reduction of funding of \$232,827
Income maintenance contracts will be reduced 1%	Reduction of funding of \$9,888
Birth-3 contracts will be reduced by 1%	Reduction of funding of \$6,861
Counties will be required to contribute to the cost of care for children and elderly patients at Mendota and Winnebago Mental Health Institutes	Additional cost of \$325,000, based on 2008 usage
Increase in charge to counties for placements in juvenile correctional institutions from \$268 to \$270	Additional cost of \$12,000, based on 2008 usage
Nursing Home Rate increase of 2%	Additional revenue of \$50,000, based on 2008 rates
Nursing Home Appeals Board grants supplemental payment is eliminated	Reduction of funding of \$21,000, based on 2008 payment
Increase in assessment rate for nursing home beds	Additional cost of \$56,700, calculation based on 63 beds
Total Reduction in Funding/Additional Expense	Community Programs = \$757,837 Mental Health Center = \$27,700

(11)

1c

GRANT APPLICATION REVIEW

Department: ADRC Preparer: Tina Brunner Date: 6/5/09Grant Title: MIPPA Grantor Agency: DHSGrant Period: 6/1/09 to 05/31/2011 Grant # (if applicable): _____

Brief description of activities/items proposed under grant:

Through the Medicare Improvement For Patients and Providers Act (MIPPA), grant money was made available to each county for purposes of outreach and education for the Part D Low Income Subsidy (LIS) and Medicare Savings Programs (MSP). These efforts will help connect low income Medicare recipients with benefits that will reduce their out of pocket medical costs and assist them in paying the Medicare premiums. Major focus will be in 3rd quarter 2009 and 1st quarter 2010 because of increases that are being made in the MSP asset limits. This program guideline change will increase the number of person eligible for this assistance. DHS has requested the ADRC of Brown County provide the outreach to Kewaunee County residences and will be granted their portion of the grant for said activities.

There is emphasis to target the Hmong population in counties with high numbers of Hmong residence; Brown County is included in this group. Newcap has agreed to provide the outreach and application assistance for this target population. General population outreach and education activities will be contracted with a separate provider.

(Total Grant: \$19,000 - Brown County: \$12,000 - Kewaunee County: \$7,000 for the 2 year term)

Total Grant Amount: \$ 19,000.00 Yearly Grant Amount: \$ 9,500.00 Term of Grant: 2 yrsIs this a new grant or a continuation of an existing grant? ☒ New ☐ ContinuationIf a continuation, how long have we received the grant? naAre the activities proposed under the grant mandated or statutorily required? ☐ Yes ☒ NoWill the grant fund new or existing positions? ☐ Yes ☒ No If yes, explain:Are matching resources required? ☐ Yes ☒ No If so, what is the amount of the match \$ _____

How will it be met? _____

Explain any ongoing cost to be assumed by the Cnty (ie, maint. costs, software licenses, etc.): _____

minimal administration due to time needed for monitoring and reportingExplain any maintenance of efforts once the grant ends: The ADRC Benefit Specialists will continue to perform outreach and application assistance to this population.**Budget Summary:**

Salaries:	_____
Fringe Benefits:	_____
Operation and Maintenance:	_____
Travel/Conference/Training:	<u>1,542.50</u>
Contracted Services:	<u>15,937.50</u>
Outlay:	_____
Other (list):	<u>(Adm) 1520.00</u>
Total Expenditures:	<u>19,000.00</u>
Total Revenues:	<u>19,000.00</u>
Required County Funds:	<u>0.00</u>

APPROVALS

Sunny Aichant
Signature of Department Head

Date 6-16-09

Lynna Vanden Lingenberg
Signature of Director of Administration

Date 6/19/09

REQUEST FOR BUDGET TRANSFER

INSTRUCTIONS: This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

TYPE OF TRANSFER

(check one)

DESCRIPTION

APPROVAL LEVEL

☐ Category 1

Reallocation from one line item to another within the major budget categories

Department Head

☐ Category 2

☐ a.

Change in Outlay not requiring transfer of funds from another major budget category.

County Executive

☐ b.

Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.

County Board

☐ Category 3

☐ a.

Reallocation between Budget Categories other than 2b or 3b transfers.

County Executive

☐ b.

Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

County Board

☒ Category 4

Interdepartmental Transfer (including contingency or general fund transfers)

County Board

☐ Category 5

Increase in Expenditures with Offsetting Increase in Revenue

County Board

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer-to, and the effect on revenue and expense.

On February 27, 2009, the County Board approved the transfer of the Planning, Evaluation and Quality Management Director position from the Human Services table of organization to Human Resources. A transfer of funds for this position is requested as follows:

Human Resources:

Increase	10-6401-500101	Salaries	46,453
Increase	10-6401-500201	Fringes	22,414
Increase	10-6401-492100	Transfer In	68,867

Human Services:

Increase	20-7617-508050	Transfer Out	68,867
Decrease	20-7617-500101	Salaries	46,453
Decrease	20-7617-500201	Fringes	22,414

Human Resources
Department


Department Head

6-17-09
Date

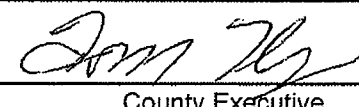
Human Services
Department


Department Head

6/19/09
Date

☒ Approved

☐ Disapproved


County Executive

6/26/09
Date


5

Request for Proposal (RFP)

For

Diversion Facility

Project # XXXXX



Response Deadline

XXXXXX 2009

4:00 p.m. Local Time

To:

Brown County Purchasing Department

I. General Information

The Department is seeking a vendor to provide residential crisis services for acute crisis program beds, crisis stabilization beds, and social detoxification beds. There would also be a need for a stabilization bed for consumers with behavioral issues.

The program will need to be handicapped accessible, have staff interaction with/and available to residents throughout the day, nursing capabilities, bilingual staff or internal resources for translation capabilities (especially Spanish), work with the department to capture crisis billing, a doctor/APNP on call to aid in the prescription and obtainment of medications in a timely manner, ability to work with the crisis center on admission and discharge of consumers/continuation of care, work cooperatively with county representatives on program development, gather and assemble program related statistics, meet with representatives from crisis center and the County for at least quarterly review and planning meetings.

A vendor can submit a proposal for the program portion only and/or for the program and building. Applications that are not able to meet all areas requested may still be submitted and are encouraged to apply describing the areas that could be addressed. Depending on the proposal(s) chosen, the selected vendor(s) may be expected to purchase/lease/procure the appropriate properties within the expected time frame.

The vendor must have experience serving consumers with AODA and/or Mental Health issues, consumers in crisis and the developmentally disabled. Experience with crisis plans, social detoxification, and behavior support plans is necessary. Special emphasis shall be placed on developing a program that provides safety, structure, and has the ability to respond to emergent crisis situations. The vendor will also need to be acutely aware of emotional and behavioral triggers for each of the consumers and actively work toward reducing the triggers and creating a peaceful environment. Regular activities should be offered dependent on the individual's interest and activity level.

The vendor will be a part of our HFS 34 certification and all staff will need to be regularly trained on requirements and able to implement immediately, if needed.

The Vendor will need to be HFS 75 certifiable, obtain and maintain the certification to manage the Social Detoxification program.

The vendor will be expected to obtain and maintain a CBRF license.

The vendor must ensure that the program is sufficiently staffed with 24-hour coverage. Staff must be trained in crisis management/intervention techniques, social detoxification techniques, diabetes monitoring, and medication administration.

Tentative Project Timeline

July 22, 2009	RFP Submitted to Human Services Committee for Recommended Approval to Post
August 19, 2009	RFP Submitted via Human Services Committee for County Board Approval
August 26, 2009	RFP Posted
TBD	RFP Questions from potential Vendors due to Purchasing Department
TBD	Answers to RFP questions posted to Brown County website via Addendum
TBD	RFP Responses due to Purchasing Department
TBD	RFP Review time for Selection Committee
TBD	Possible Interviews if required by Selection Committee
TBD	Final Selection & Contract award

II. RFP Response

Vendor shall provide the response to this RFP with major sections separated by tabs or dividers. A table of contents shall provide definition to the sections. The binder shall be of such size as to hold the materials comfortably, allowing the reviewer to turn the pages without tearing.

The vendor shall provide one (1) original and six (6) exact clearly marked copies of proposal, each an exact duplicate of the original. The original shall be signed by an authorized employee of the company and be clearly marked on the outside front cover as such.

The response shall include at a minimum, the following:

- Cover Letter signed by authorized employee of the company
- Complete detailed description of services to be offered
- Detailed rate sheet (Attachment B)
- Disclosure of any pending litigations
- Disclosure of any tax liens
- Additional supplemental materials as desired to enhance the proposal

Proposals will be opened and recorded on XXXXXXXX, 2009 in the Brown County Purchasing Department.

All potential suppliers, by submission of their respective proposals, agree to abide by the rules, regulations and procedures of Brown County. Brown County reserves the right to cancel any order or contract for failure of the successful supplier to comply with the terms, conditions and specifications of the bid proposal and/or contract.

Brown County is not liable for any costs incurred by any applicant in replying to this RFP.

Upon review and selection, each applicant whose proposal is reviewed shall receive written notice of approval or non-approval of their proposal. All appeals must be made in writing in accordance with the Brown County Appeals policy found at Attachment F. Subjective interpretations by the Department will not be open to protest or appeal.

III. RFP Due Date:

All proposals are due to Brown County Purchasing no later than **4:00 p.m. Local Time XXX, 2009**. Submit in a sealed envelope marked "Project XXXXXXXX ". No proposal may be faxed or e-mailed. No proposal may be withdrawn for ninety (90) days. Pricing is to remain firm for ninety (90) days from date of bid/proposal due date.

Proposals **must be stamped in** by the above due date and time per the electronic time stamp in the Purchasing Department. Proposals not stamped by they above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the receiving stamp as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time stamp is the **only** time that will be used.

Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:

Brown County Purchasing
305 E. Walnut St. 5th Floor
Green Bay, WI 54301

Delivery Address for USPS:

Brown County Purchasing
PO Box 23600
Green Bay, WI 54305-3600

All questions related to this RFP must be in writing and received by the Brown County Purchasing Department no later than **4:00 pm Local Time XXXXXXX, 2009** via e-mail to bc_administration_purchasing@co.brown.wi.us. Clearly mark the e-mail: "Project XXXXX Questions". Phone call and faxed questions will not be accepted.

Answers to all written questions will be answered in the form of an addendum and entered on the Brown County website (<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) on **XXXXX, 2009 no later than 4:30 pm Local Time**. It is the responsibility of all interested vendors to access the website for this information. Calls for assistance with the website can be made to (920) 448-4039.

Selection results will be posted on Brown County website (<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) after a vendor selection has been made.

IV. Project Point of Contact:

Questions during the proposal phase shall be solely directed to the Brown County Purchasing Department as indicated above under the Proposal Submission requirements paragraph.

After award of contract the contract manager will be:

Jill Rowland
Contract & Provider Relations Manager
Brown County Human Services
PO Box 22188
Green Bay, WI 54305-21880

V. Payment Terms:

Be advised that by accepting this order/contract the vendor agrees and understands that payment will be made by the county within 30 days of the receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or contract, whichever is later, with exception of a good faith dispute. See Wisconsin Statute 66.0135.

VI. Other

Rejection of proposals: Brown County reserves the right to accept or reject any or all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified suppliers in any manner necessary to serve the best interest of Brown County. The determination of whether an RFP condition is substantive or a mere formality shall reside solely with the County.

Brown County reserves the right to negotiate final contract amounts and programmatic content after the successful firm is selected. Selection will be based only on the proposal submitted and subsequent interviews. Therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) days following the proposal opening. In the event of contract award, all contents of this RFP and the selected proposal will become contractual obligations. Brown County reserves the right to prior to entering into a contract.

No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. To the extent possible, it is the intention of Brown County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Brown County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law. Brown County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

Contractor verification prior to award: Contractor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Brown County reserves the right to reject proposals based on information obtained through these background checks if it's deemed to be in the best interest of the County.

Taxes: Brown County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

VII. State of Wisconsin Requirements:

This contract shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Stats., sexual orientation as defined in s.111.32(13m), Wis Stats, or national origin.

VIII. Selection Criteria

Proposals will be reviewed and scored by a selection committee set up by the County. Award of the contract will be based upon committee recommendation after evaluation of proposals per the criteria identified in attachment C. Proposals will be ranked based on scores and the top scoring proposals *may* be invited in for an interview.

IX. Attachments:

- A. Scope of Work
- B. Response Requirements
- C. Scoring Sheet
- D. Reference Sheet
- E. Addendum Sheet
- F. Appeals
- G. Insurance Requirements
- H. Budget Forms

Attachment A
Scope of Work
Project #

Program specifications and detail are contained in the narrative, table and appendices that follow. Providers must be aware of and incorporate these understandings and requirements into their proposals as applicable. Failure to comply with any of these elements may be a basis for rejection of a proposal or denial of a contract.

1. All proposals must be budgeted for the staffing level specified.
2. All providers must be willing and able to adjust staff hours as necessary in line with changing resident needs.
3. All proposals must identify the cost for hourly adjustments in staff time (the cost per hour to either add or reduce staff coverage).
4. All proposals must identify provider plans for direction, supervision and administrative support.
5. All proposals must include provider projections for implementation/start-up dates (may or may not comply with Department target).
6. All providers must honor resident/guardian choices of medical providers.
7. All providers must work with the Department in monitoring resident income and expenses and providing related services as needed.
8. All providers must comply with state, federal, and local requirements as may apply to specific residents served and program modalities employed.
9. All providers must be familiar with the State of Wisconsin Bureau of Developmental Disabilities new Restrictive Measures procedure and have the ability to develop approaches that meet the State's criteria in dealing with challenging behaviors.

Program Elements:

ELEMENT

REQUIREMENTS

Number of Residents

10 Acute crisis
10 crisis stabilization beds
2 Social Detox beds
1 bed available for Behaviorally Challenged Residents

Staffing

All proposals are to be based on a 24 hour coverage model. Final coverage determinations will be based on resident needs.

Responders must demonstrate a plan to recruit, hire and train personnel within the specified timelines.

Responders must be able to change staffing patterns in line with changing resident needs.

Training

Staff must be trained in medication administration.

Staff must be trained in diabetes monitoring or ability to assist consumers in their own monitoring.

Staff must demonstrate consistency, reliability, and have a proven track record of performance in program planning, medical response and behavioral shaping and/or be willing and able to work with third-party behavioral/medical consultants as needed.

Responders must identify a crisis management and intervention plan for residential settings and ensure that staff are trained in all protocols.

Staff must demonstrate familiarity with the State of Wisconsin Bureau of Developmental Disabilities new Restrictive Measures procedure and have the ability to develop approaches that meet the State's criteria in addressing challenging behaviors.

Daytime Program

Responders must offer activities to residents not participating in other programs or employment as needed. This can consist of groups and presentations with residents throughout the day/early evening. AODA education offered for detox consumers.

Licenses and Certifications

Proof of appropriate state license required.

Start Date

XXXXXXXX 2009 is the target date to begin the contract

Attachment B
Response Requirements
Project #
Narrative

1. Briefly describe your/your agency's history and philosophy of service provision. Chronicle your history of program development in the Northeast Region over the past 10 years and include information on numbers, types and locations of current and any previous programs. Describe your strategic plan for program growth in the Northeast Region through 2008.
2. Describe your expertise and experience in providing services to individuals with AODA, MH and developmental disabilities who are in crisis.
3. Describe your plan for staffing; i.e., do you have current staff that can/will be deployed? Will staff need to be recruited?, etc. If staff is recruited, what is your projected timeline for hire and training?
4. Describe staff training to be made available. Include a specific training outline and timeframes as will apply.
5. Describe your plan for providing or acquiring housing.
6. Provide the names, addresses, and phone numbers of three purchasing agents; i.e., county administrative personnel, familiar with your work.

B. Budget

Budget forms are enclosed. Complete all line items as applicable. Failure to provide budget information in the format prescribed may result in rejection of a proposal or denial of contract award.

The budget forms need to be submitted in the following manner:

- A base budget for the Diversion facility in an hourly rate format. The hourly rate shall be based on 24 hour coverage (single staff).
- An additional budget for the Diversion facility in an hourly rate format that allows the Department to purchase additional hours of coverage as needed. The additional budget for hourly coverage should be developed.
- A total of two budgets should be submitted with this proposal:
 - Base budget for the Diversion Facility
 - Additional coverage budget for the Diversion Facility

Attachment C
Proposal Scoring
Project #

All information submitted will be reviewed by a selection committee. Preferred vendor(s) will be selected based on the scoring criterion identified below. If determined necessary by the selection committee, finalists *may* be scheduled to appear before an interview panel. Any interviews will be at the vendor's expense. Those appearing for an interview shall be prepared to discuss their approach to this agreement with the selection committee.

Scoring Criterion

Specifications	Percentage
1. Quality, Clarity and Responsiveness of Proposal	10
2. Management Plans for Direction, Supervision and Administrative Support and demonstrates flexibility	20
3. Provider Projections for Implementation/Start-up	10
4. Experience in the Provision of Behavioral Supports	15
5. Experience in the Provision of Medical Care	15
6. References	10
7. Budgets	25
Total Points	100

The County may decide not to award a contract to vendor(s) if the vendor providing the services has any criminal convictions, been convicted of any crime that impugns honesty or integrity, has unsatisfied tax or judgment lien, or convicted of any other crime that may interfere with providing suitable services as described herein and/or as determined by the County. The recommendation for award shall be based upon the proposal, which represents the most advantageous overall response for Brown County, all factors considered.

The County will award to the most responsive and responsible vendor(s) that best meets the needs of the County.

Attachment D
Reference Data Sheet
Project #

Provide a current list of references that you have provided for projects of similar scope and size.

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____

Attachment E
Addendum Sheet
Project #

The undersigned acknowledges receipt of the following addendum:

Addendum #1 _____	Initials _____
Addendum #2 _____	Initials _____
Addendum #3 _____	Initials _____
Addendum #4 _____	Initials _____
Addendum #5 _____	Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the Bid/RFP from the plans and specifications and have checked the same in detail before submitting the Bid/RFP to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name _____
Signature

Date _____

If this Bid/RFP is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of bid due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued with-in 3 business days prior to due date. If Bid/RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New Bid/RFP quote must be submitted by vendor if addendum affects costs.

Vendor's that do not have internet access are responsible to contact our purchasing department at 920-448-4039 to ensure receipt of addendums issued.

Bids/RFP's that do not acknowledge addendums may be rejected.

All Bids/RFP's submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed Bids/RFP's that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

Attachment F
Appeals
Project #

To: Vendors

RE: Brown County Appeals process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on either a Bid/RFP.

Appeals may be submitted for the following purchases:

- a) The item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
- b) The item price is \$5000 or more or the total order is \$10,000 or more, and
- c) Vendor selection was based on factual errors, or
- d) The lowest price vendor was not selected, or
- e) Failure by the county or its agents to adhere to the county's policies and procedures or other legal requirements.

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 72 hours of receipt of rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee or Executive Committee shall be final.

Submit to: Brown County Internal Auditor
P.O. Box 23600
Green Bay, WI. 54305-3600.

Attachment G

Project #

Hold Harmless

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by contractor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Insurance Requirements

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative.

- | | | | | | |
|---------------------|---|---------------------|---|--|-----------------------|
| (1) | <p>Worker's Compensation Insurance and Employers Liability.</p> <p>State Statutory workers' compensation Limits</p> <p>Employer Liability, \$100,000 each accident.</p> | | | | |
| (2) | <p>Comprehensive General Liability (Occurrence Form).</p> <ul style="list-style-type: none"> • Products and Completed Operations • Personal Injury and Advertising Liability • Independent Contractors/Protective <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Limits of Insurance</td> <td style="width: 50%;">\$1,000,000 per occurrence</td> </tr> <tr> <td></td> <td>\$1,000,000 aggregate</td> </tr> </table> | Limits of Insurance | \$1,000,000 per occurrence | | \$1,000,000 aggregate |
| Limits of Insurance | \$1,000,000 per occurrence | | | | |
| | \$1,000,000 aggregate | | | | |
| (3) | <p>Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Limits of Insurance</td> <td style="width: 50%;">\$1,000,000 per occurrence for bodily injury and property damage.</td> </tr> </table> | Limits of Insurance | \$1,000,000 per occurrence for bodily injury and property damage. | | |
| Limits of Insurance | \$1,000,000 per occurrence for bodily injury and property damage. | | | | |
| (4) | <p>Excess/Umbrella Liability.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Limit of Insurance</td> <td style="width: 50%;">\$1,000,000 per occurrence</td> </tr> </table> | Limit of Insurance | \$1,000,000 per occurrence | | |
| Limit of Insurance | \$1,000,000 per occurrence | | | | |

Additional Insured

The Outside Contractor agrees that the General Liability and Automobile Liability insurance policies shall be endorsed to name Brown County as additional insured's as respects: liability

arising out of activities performed by or on behalf of the vendor/contractor: products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

Cancellation Notice

Brown County will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage.

Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County.

The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

Brown County
Department of Administration
P.O. Box 23600
305 E. Walnut Street
Green Bay, WI 54305-23600

Questions

If any of the insurance requirements cannot be met, please contact the Brown County Human Resource Risk Administration to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

**** Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract.****

Attachment H

Budget Forms

Project

Facility Budget Form:

CBRF/AFH FACILITY BUDGET SHEET: 2009 (Year)

Provider:

Facility:

Cost Item		(1a) Total facility costs from most recent audited year	(1b) Total budget for 2008	(2) Total costs for 2009 (column 3 + 4)	(3) Break out for funding by MA Waiver Program	
					Room & Board	Program
1	Salaries: Owner(s) total annual hours=_____					
	Employee Salaries for maintenance					
	Other Employee Salaries					
2	Fringe Benefits					
3	Travel reimbursement to staff					
4	Client transportation					
5	Recruitment					
6	Staff development, education					
7	Supplies Household supplies & Linens					
	All other supplies					
8	Food					
9	Telephone for facility					
10	Telephone for residents					
11	Cable Television					
12	Insurance On property					
	All other insurance					
13	Utilities					
14	Maintenance and Repairs Building maintenance & repairs					
	Equipment repairs for residents					
	Other equipment repairs & maint.					
	Vehicle repairs and maintenance					
15	Rentals Building housing facility					
	Equipment related to room & bd.					
	Other equipment					
16	Depreciation Land Improvements					
	Building					
	Equipment related to room & board					
	Other equipment					
	Vehicles					
	Leasehold improvements					
17	Interest Mortgage interest					
	Equipment for room and board					
	Other equipment and property					
	Other					
18	Purchases of smaller items Items related to room and board					
	Other items					
19	Professional Fees					
20	Licenses					
21	Taxes Other Taxes (not corporate)					
22	Other Allowable Costs					
23	Net Allowable Operating cost = Total of lines 1 - 22					
24	Allowable Profit/Excess Earnings (see instructions)					
25	Total Allowable Costs (Line 23+24)					
26	Budgeted beds in facility(Column 3 must use full occupancy for calculations)					
27	Annual cost per bed (line 25 / line 26)					
28	Monthly Rate=Annual cost divided by 12 (line 27 / 12)					
29	Daily Rate=Annual cost divided by 365 (line 27 / 365)					

Percent Occupancy Estimate Included in Rate.

Beds

What is the licensed capacity of the facility?	
The rate structure for this contract is based on the following percent of occupancy	%

****Audit schedules(past three years) need to be included with budget to contract for an occupancy rate lower than Brown County's standard rate of 98%.**

FOR BROWN COUNTY USE ONLY

BROWN COUNTY CONTRACTED RATE

2008 2009

Occupancy Rate		
Licensed Beds		
Units of Service		
Per Diem		
Monthly Rate		
R & B Rate		
Daily Service Rate		
Special Hsg Amt		

Additional Hourly Coverage Budget Form:

Agency:

Program:

Computation of Service Rates (NOT CBRF/AFH BASED)

Year: 2009

Cost Item		(1a)	(1b)	(2)	(3)	(4)
		Total program cost from most recent audited year	Total budget for 2008	Total costs for 2009 (column 3 + 4)	Break out for funding by MA Waiver Program	
					Room & Board	Program
1	Salaries:					
	Owner(s) (non-maintenance)					
	Employee Salaries for maintenance					
	Other Employee Salaries					
2	Fringe Benefits					
3	Travel reimbursement to staff					
4	Client transportation					
5	Recruitment					
6	Staff development, education					
7	Supplies					
	Household supplies & Linens					
	All other supplies					
8	Food					
9	Telephone for facility					
10	Telephone for residents					
11	Cable Television					
12	Insurance					
	On property					
	All other insurance					
13	Utilities					
14	Maintenance and Repairs					
	Building maintenance & repairs					
	Equipment repairs for residents					
	Other equipment repairs & maint.					
	Vehicle repairs and maintenance					
15	Rentals					
	Building					
	Equipment related to room & bd.					
	Other equipment					
16	Depreciation					
	Land Improvements					
	Building					
	Equipment related to room & board					
	Other equipment					
	Vehicles					
	Leasehold improvements					
17	Interest					
	Mortgage interest					
	Equipment for room and board					
	Other equipment and property					
	Other					
18	Purchases of smaller items					
	Items related to room and board					
	Other items					
19	Professional Fees					
20	Licenses					
21	Taxes					
	Real Estate					
	Other Taxes (not corporate)					
22	Other Allowable Costs					
23	Net Allowable Operating cost = Total of lines 1 - 22					
24	Allowable Profit/Excess Earnings					
25	Total Allowable Costs (Line 23+24)					
26	Type of Unit					
27	Anticipated Units of service for the year					
28	Service Unit Rate (Line 25 / line 27)					

FOR BROWN COUNTY USE ONLY

BROWN COUNTY CONTRACTED RATE		
	2008	2009
Units of Service		
Unit Rate		
Unit of Measure		

Supporting Schedule 1:

Agency:

Program:

[illegible]

Instructions for completing the worksheet:

Owner: Last name, first initial.

Employee Name: Last name, first initial.

Position Title: Specific to individual employee.

Active, Absentee, Family Member: Please check the status of employee.

Percent of Direct-Care Provision: The percentage of time an employee spends providing supervision, support, personal care and other duties directly associated with/or in the presence of client(s). This includes supervision during nighttime hours. Tasks such as household and administrative responsibilities performed without the client are considered direct care.

FTE: Full-time equivalent relates to the amount of time an employee is scheduled to work in relation to a full-time standard of 2,080 hours/year or 40 hours/week. 1.0 FTE = 2,080 hours.

Proposed Yearly Salary: Include any projected salary increases in this amount.

Supporting Schedule 3(page 1):

AGENCY: _____

PROGRAM: _____

FRINGE BENEFIT BREAKDOWN:

[illegible]

ARE THERE ANY LEASE EXPENSES INCLUDED IN THE BUDGET? If yes, please list the item, the line it is included in on the budget and the amount.

[illegible]

Supporting Schedule 3 (page 2):

Agency: _____

WHAT IS INCLUDED IN THE "OTHER" SUPPLIES LINE?

ITEM	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	

PLEASE EXPLAIN "Interest-Other"

PLEASE SPECIFY THE EXPENSES THAT ARE INCLUDED IN "PROFESSIONAL FEES" AND/OR
OTHER ALLOWABLE COSTS AND THE ASSOCIATED COST FOR EACH EXPENSE: (PLEASE
SPECIFY BUDGET LINE)

<u>PROFESSIONAL FEES:</u>	<u>COST</u>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROFESSIONAL FEES:	\$
	\$
OTHER ALLOWABLE COSTS:	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL OTHER ALLOWABLE COSTS:	\$

Agency: _____ **Program:** _____

Location	Date of Purchase	Years of Depreciation	Purchase price (Less land value)	Depreciation Amount included for current year
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total				

Make/Model	Date of Purchase	Years of Depreciation	Purchase price	Depreciation Amount included for current year
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total				

Brown County Mental Health Center - STATISTICS FOR JUNE 2009

		Year to Date 2009	Year to Date 2008
ADMISSIONS	June	2009	2008
Voluntary - Mental Illness	3	34	38
Voluntary - Alcohol	4	42	56
Voluntary - AODA/Drug	3	11	0
Police Protective Custody - Alcohol	40	239	228
Commitment - Alcohol	0	0	4
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	64	476	487
Court Order Prelim. - Mental Illness	1	4	4
Court Order Prelim. - Alcohol	3	5	5
Court Order for Final Hearing	1	5	7
Commitment - Mental Illness	0	0	1
Return from Conditional Release	13	70	95
Court Order Prelim. - Drug	0	0	0
Other	3	5	3
TOTAL	135	891	928

ADMISSIONS BY UNITS			
Unit 7 (Adult Acute)	135	891	928
TOTAL	135	891	928

ADMISSIONS BY COUNTY			
Brown	74	560	532
Door	5	26	30
Kewaunee	4	27	31
Oconto	2	29	46
Marinette	5	28	35
Shawano	7	30	17
Waupaca	0	12	13
Menominee	2	19	21
Outagamie	3	32	55
Manitowoc	27	97	101
Winnebago	0	10	22
Other	6	21	25
TOTAL	135	891	928

NEW ADMISSIONS			
Unit 7 (Adult Acute)	52	374	343
TOTAL	52	374	343

READMIT WITHIN 30 DAYS			
Unit 7 (Adult Acute)	23	150	154
TOTAL	23	150	154

		Year to Date 2009	Year to Date 2008
AVERAGE DAILY CENSUS	June	2009	2008
Unit 7 (Adult Acute)	19	21	27
TOTAL	19	21	27

INPATIENT SERVICE DAYS			
Unit 7 (Adult Acute)	576	3784	4864
TOTAL	576	3784	4864

BED OCCUPANCY			
Unit 7 (Adult Acute) (21 Beds)	91%	100%	127%
TOTAL (21 Beds)	91%	100%	127%

DISCHARGES			
Unit 7 (Adult Acute)	147	898	933
TOTAL	147	898	933

DISCHARGE DAYS			
Unit 7 (Adult Acute)	612	4127	4903
TOTAL	612	4127	4903

AVERAGE LENGTH OF STAY			
Unit 7 (Adult Acute)	4	5	5
TOTAL	4	5	5

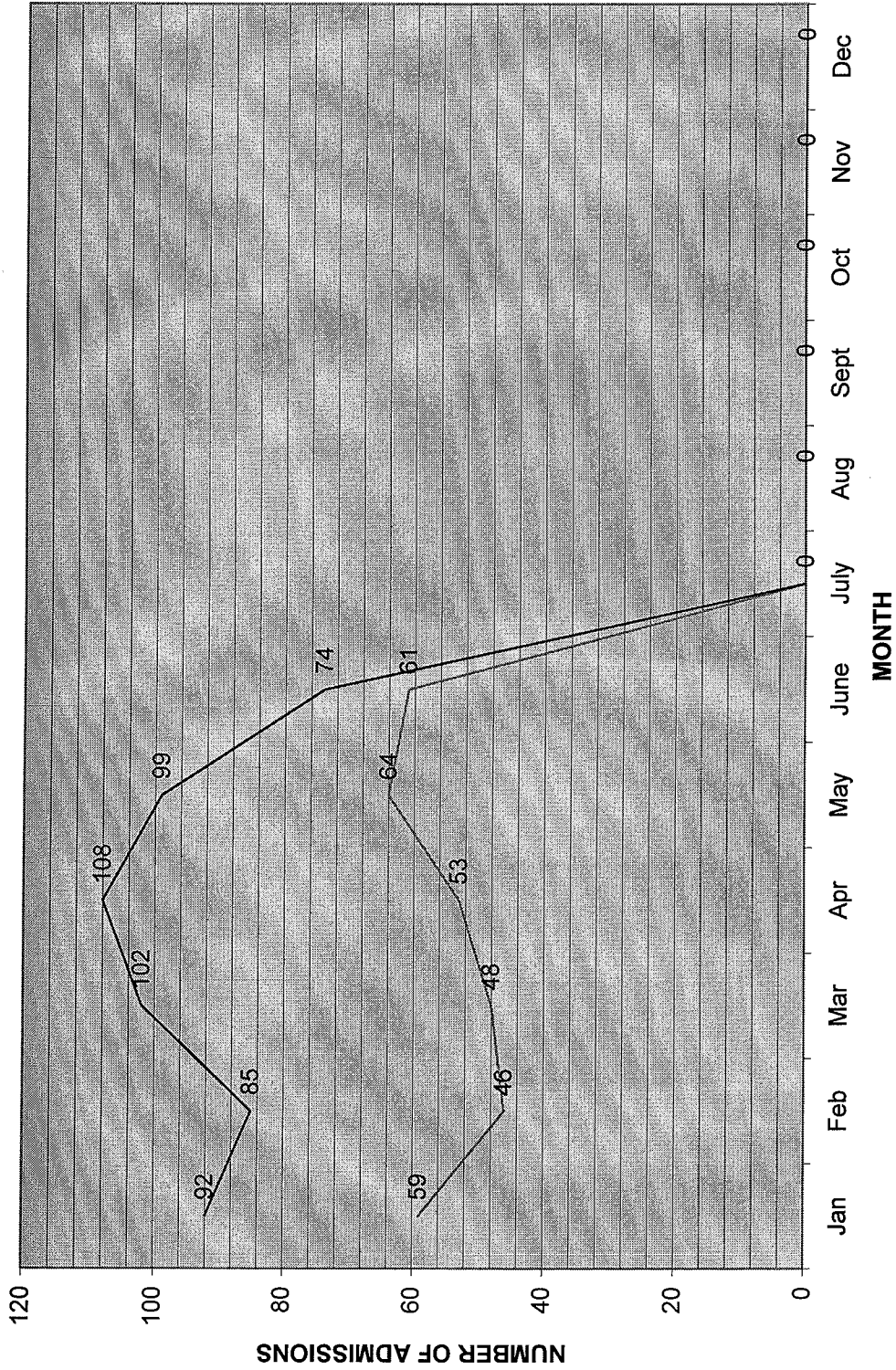
AVERAGE LENGTH OF STAY BY COUNTY			
Brown	4	4	5
Door	6	6	6
Kewaunee	6	3	3
Oconto	2	3	5
Marinette	5	4	4
Shawano	4	5	5
Waupaca	3	2	6
Menominee	1	7	6
Outagamie	3	4	5
Manitowoc	4	7	10
Winnebago	12	4	7
Other	1	3	5
TOTAL	4	5	5

In/Outs

Current YTD
14 92

BROWN CO. VS. OUT-OF-COUNTY ADMISSIONS- JAN. through JUNE, 2009 - PSYCHIATRIC HOSPITAL

Unit 7 capped at 28 beds for Out of County beginning 2/14/07



— Out-of-County — Brown County

July 7, 2009

Mr. Tom Eggebrecht
Interim Director of Community Services
Brown County Human Services
111 N. Jefferson St
P O Box 22188
Green Bay WI 54305-2188

Dear Mr. Eggebrecht:

Thank you for agreeing to present this information to the Brown County Board of Supervisors.

I have attached an Excel spreadsheet that shows the daily census in June on the Adolescent Unit per addendum to the memorandum of understanding. Bellin Psychiatric Center did not transfer any involuntary adolescents to other institutions, nor were any admissions refused in the month of .

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Linda S. Roethle, M.S.
President

BELLIN PSYCHIATRIC CENTER
CENSUS FOR BROWN COUNTY

JUNE 2009

BROWN COUNTY CENSUS SHEET - JUNE 2009										
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Day 1 - 6		1-Jun	2-Jun	3-Jun	4-Jun	5-Jun	6-Jun			
Other		0	0	2	1	1	1			
Brown County Voluntary		1	2	2	2	1	0			
Brown County Involuntary		1	1	2	3	3	1			
TOTAL	0 total	2 total	3 total	6 total	6 total	5 total	2 total			
Day 7 - 13	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun	12-Jun	13-Jun			
Other	1	0	0	0	0	0	1			
Brown County Voluntary	0	1	1	1	1	0	0			
Brown County Involuntary	1	2	1	1	1	0	0			
TOTAL	2 total	3 total	2 total	2 total	2 total	0 total	1 total			
Day 14 - 20	14-Jun	15-Jun	16-Jun	17-Jun	18-Jun	19-Jun	20-Jun			
Other	1	0	0	1	1	1	1			
Brown County Voluntary	0	0	0	0	0	0	0			
Brown County Involuntary	0	1	2	2	1	1	1			
TOTAL	1 total	1 total	6 total	3 total	2 total	2 total	2 total			
Day 21 - 27	21-Jun	22-Jun	23-Jun	24-Jun	25-Jun	26-Jun	27-Jun			
Other	0	0	0	0	1	1	1			
Brown County Voluntary	0	0	0	0	0	0	0			
Brown County Involuntary	1	2	3	3	3	0	0			
TOTAL	1 total	2 total	3 total	3 total	4 total	1 total	1 total			
Day 28 - 30	28-Jun	29-Jun	30-Jun							
Other	3	4	4							
Brown County Voluntary	0	0	0							
Brown County Involuntary	2	2	2							
TOTAL	5 total	6 total	6 total							

TO: Human Service Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: July 13, 2009

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Lavaque, Peter	Respirator Training	1/7/09	1/21/09
Little Angels Daycare	Childcare	1/12/09	1/21/09
Precious Memories	Childcare	2/12/09	3/18/09
Discover Little Miracles	Childcare	2/12/09	3/18/09
Lenss Construction	Home Modification	2/16/09	3/18/09
Vercauteren, Jeff	Door Repair	2/16/09	3/18/09
Rifton Equipment	Equipment Purchase	2/17/09	3/18/09
Allpro Sign Language	Translator	2/19/09	3/18/09
Haggerty, Pat	Reimbursement	2/19/09	3/18/09
Hallada, David	TBRA Grant	2/20/09	3/18/09
Wheaton Franciscan Health	Lifeline Service	3/19/09	5/20/09
Taylor, Diane J.	Speech Pathology	3/20/09	5/20/09
4 Port	Counseling	3/20/09	5/20/09
Niebler Properties	Rent	4/01/09	5/20/09
Premier Life Enterprises	Equipment	4/09/09	5/20/09
Homeland Security	Services	4/13/09	5/20/09
Ysebaert, Amiee	Foster	4/22/09	
New Vision Wilderness	Camp	4/24/09	
Erickson Home Medical	Lift Chairs	4/28/09	
Johnson, Hollie	Transportation	5/4/09	
Watertown Transit	Transportation	5/4/09	
Next Level Childcare	Childcare	5/19/09	
Parent Team	Childcare	5/26/09	
Little Big Gym	Childcare	5/29/09	
Baillie, Sanya	Respite	5/29/09	
Kobussen Buses	Transportation	6/3/09	
Autumn Property Rentals	Security Deposit	6/17/09	
State of Wisconsin	Health Service	6/23/09	
Holiday House	Work Services	6/25/09	
Norton Investments	Rent Payment	7/8/09	
Rebman, Eric	Transportation	7/8/09	
Moon Beach	Camp	7/9/09	

TO: Human Services Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: July 13, 2009

REQUEST FOR NEW VENDOR CONTRACT				
VENDOR	SERVICES	CONTRACT AMOUNT	DATE REQUESTED	DATE APPROVED
BETHESDA Lutheran Home and Services, Inc	PREVOCATIONAL SERVICES	\$12,500	1/7/09	3/18/09
Clinicare Corporation	RESIDENTIAL CARE CENTER	\$36,500	1/12/09	3/18/09
Lyons, Kathleen	APNP SERVICES	\$142,000	1/19/09	3/18/09
Butler Adult Family Home	ADULT FAMILY HOME	\$15,300	2/14/09	3/18/09
Hucek Adult Family Home	ADULT FAMILY HOME	\$9,600	2/14/09	3/18/09
Hietpas Adult Family Home	ADULT FAMILY HOME	\$18,395	2/14/09	3/18/09
Infinity Care Inc	CBRF	\$41,000	2/23/09	3/18/09
Laurent Adult Family Home	ADULT FAMILY HOME	\$11,350	3/9/09	3/18/09
Trembl, Carl Adult Family Home	ADULT FAMILY HOME	\$16,875	3/20/09	5/20/09
Deatherage Adult Family Home	ADULT FAMILY HOME	\$18,500	3/30/09	5/20/09
Lemons Receiving Home	RECEIVING HOME	\$14,141	5/05/09	
Schneider, William Adult Family Home	ADULT FAMILY HOME	\$12,900	5/14/09	
St. Charles Youth and Family Services	GROUP HOME	\$20,000	5/19/09	
New View Industries	DAY SERVICES	\$21,600	5/19/09	

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amendment #1	Amendment #2	Amendment #3	Amendment #4	Updated Contract Amount
A-1 MEDI MOBILE	12/17/08	01/02/09	\$35,078					\$35,078
ADAMS AFH	1/8/09	2/4/09	\$70,906					\$70,906
ADULT CARE LIVING OF NE WI	1/7/09	1/22/09	\$96,378					\$96,378
AFFINITY HEALTHCARE	1/14/09	2/4/09	\$73,386	\$48,270				\$121,656
AGING & DISAB RESOURCE CENTER OF BC	1/22/09	2/2/09	\$36,118					\$36,118
AID RESOUCE CENTER OF WISCONSIN	12/17/08	1/22/09	\$22,500					\$22,500
ALL ABOUT DREAMS, LLC	1/14/09	1/28/09	\$17,192					\$17,192
AMERICAN FOUNDATION OF COUNSELING SERVICES	12/19/08	1/2/09	\$207,856					\$207,856
ANDERSON RECEIVING HOME	12/15/08	12/18/08	\$28,282					\$28,282
ANGELS BY THE BAY DBA VISITING ANGELS	12/15/08	2/17/09	\$67,450					\$67,450
ANGELS TOUCH ASSISTED LIVING	2/16/09	2/17/09	\$884,058					\$884,058
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	12/19/08	1/14/09	\$100,791	\$0				\$100,791
ARNOLD RECEIVING HOME	12/15/08	1/2/09	\$37,232					\$37,232
ARTS AFH	12/11/08	12/18/08	\$23,148					\$23,148
ASPIRO INC	1/22/09	2/4/09	\$3,047,539					\$3,047,539
AT HOME ANGELS	1/14/09	1/20/09	\$155,945	\$0				\$155,945
BAIRD HOME	1/21/09	2/4/09	\$258,685					\$258,685
BELLIN PSYCHIATRIC CENTER	2/4/09	3/18/09	\$10,000					\$10,000
BERGER AFH	12/11/08	1/28/09	\$55,355					\$55,355
BETHESDA	1/21/09	3/12/09	\$12,500					\$12,500
BEYOND ABILITIES	1/16/09	2/9/09	\$1,042,409					\$1,042,409
BIRCH CREEK	1/8/09	2/11/09	\$286,708					\$286,708
BISHOPS COURT	1/8/09	2/11/09	\$531,588					\$531,588
BOLL ADULT CARE CONCEPTS	2/2/09	2/2/09	\$463,044					\$463,044
BORNEMANN NURSING HOME	12/23/08	1/22/09	\$46,035					\$46,035
BOYS AND GIRLS CLUB OF GB	1/6/09	2/4/09	\$86,700					\$86,700
BRAZEAU AFH	12/11/08	1/2/09	\$12,816					\$12,816
BROTLOC HEALTH CARE SYSTEMS	12/23/08	1/14/09	\$908,049					\$908,049
BRUNETTE AFH	12/11/08	12/18/08	\$25,380					\$25,380
BRUSS SUPPORTIVE COMMUNITY LIVING	1/28/09	2/2/09	\$194,483	\$0				\$194,483
BUSSE AFH	1/20/09	1/26/09	\$104,554					\$104,554
BUTLER AFH	2/9/09	2/9/09	\$15,300					\$15,300
CANDLELIGHT VISION CORP DBA A BETTER CHOICE GRO	12/19/08	1/2/09	\$134,441					\$134,441
CAPELLE AFH	12/11/08	12/18/08	\$55,884					\$55,884
CAPPS/KALISHEK AFH	12/11/08	2/4/09	\$23,376					\$23,376
CARE FOR ALL AGES	1/14/09	1/26/09	\$90,840					\$90,840
CAREGIVERS HOME HEALTH	12/15/08	1/6/09	\$19,572					\$19,572
CARRINGTON MANOR ASSISTED LIVING	1/21/09	2/25/09	\$80,282					\$80,282
CATHOLIC CHARITIES	12/17/08	2/2/09	\$183,600					\$183,600
CBIS	1/21/09	2/6/09	\$213,487	\$0				\$213,487

2009 Contract Status Log

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Agency	Contract Sent	Contract Returned	Original Contract Amount	Amendment #1	Amendment #2	Amendment #3	Amendment #4	Updated Contract Amount
CENTURY RIDGE, INC.	1/14/09	1/30/09	\$170,807					\$170,807
CEREBRAL PALSY INC.	1/16/09	1/28/09	\$1,182,769					\$1,182,769
CHILDRENS SERVICE SOCIETY	12/19/08	1/16/09	\$77,754					\$77,754
CHOICES TO CHANGE INC	12/23/08	1/14/09	\$83,059					\$83,059
CHRISTIANA RESPITE CENTER	1/2/09	2/4/09	\$8,309					\$8,309
CLARITY CARE INC	1/14/09	2/19/09	\$1,683,493	\$0				\$1,683,493
CLINICARE CORPORATION	1/20/09	3/3/09	\$36,500					\$36,500
COMFORT KEEPERS INC	12/15/08	12/22/08	\$360,417					\$360,417
COMMUNITY CARE RESOURCES/PROGRAMS	1/16/09	1/28/09	\$230,147					\$230,147
COMPANION CARE INC	12/15/08	1/2/09	\$95,631					\$95,631
COMPASS DEVELOPMENT	12/23/08	1/6/09	\$993,580	\$0				\$993,580
COUNTRY HEALTHCARE	1/16/09	3/2/09	\$83,863					\$83,863
COUNTRY KIDS INC	12/18/08	1/7/09	\$10,000					\$10,000
COUNTRY LIVING	1/30/09	1/0/00	\$270,756					\$270,756
CRESTWOOD HEALTHCARE	1/26/09	2/5/09	\$25,500					\$25,500
DEATHERAGE-VELEKE AFH	4/2/09	4/2/09	\$18,500					\$18,500
DEBAERE AFH	12/11/08	1/16/09	\$66,864					\$66,864
DEER PATH ESTATES, INC.	1/8/09	1/28/09	\$262,138					\$262,138
DELVEAUX AFH	12/11/08	12/22/08	\$27,264					\$27,264
DORN AFH	2/2/09	2/2/09	\$21,685	\$14,400				\$36,085
EAST SHORE INDUSTRIES	12/19/08	1/2/09	\$90,855	\$0				\$90,855
ELSNER AFH	12/11/08	12/18/08	\$30,658					\$30,658
ENCOMPASS CHILD CARE	1/14/09	1/28/09	\$111,776					\$111,776
ENGBERG AFH	12/15/08	1/14/09	\$38,568					\$38,568
ETHAN HOUSE	12/19/08	1/12/09	\$135,142					\$135,142
FAMILIES HELPING FAMILIES	12/17/08	1/12/09	\$10,000					\$10,000
FAMILY SERVICE OF NORTHEAST WI, INC.	o jill 2/25/09	3/4/09	\$2,783,362					\$2,783,362
FAMILY TRAINING PROGRAM	1/8/09	1/12/09	\$255,000					\$255,000
FAMILY WORKS PROGRAMS INC.	12/19/08	1/26/09	\$33,900					\$33,900
FENLON AFH	12/11/08	12/22/08	\$16,932					\$16,932
FRIENDSHIP MANOR INC.	1/20/09	2/13/09	\$319,513					\$319,513
G & I OCHS INC.	1/16/09	1/26/09	\$1,010,662	\$0	\$0			\$1,010,662
GAEDTKE AFH	1/7/09	1/26/09	\$164,131					\$164,131
GAUGER AFH	12/11/08	1/14/09	\$31,824					\$31,824
GERI CARE CABIN LLC	1/8/09	1/16/09	\$36,919					\$36,919
GILES AFH	12/15/08	12/22/08	\$43,092	\$0				\$43,092
GJT LLC	12/19/08	1/6/09	\$63,125					\$63,125
GOLDEN HOUSE	12/17/08	1/2/09	\$92,306					\$92,306
GONZALEZ AFH	12/11/08	1/6/09	\$100,104					\$100,104
GOODWILL INDUSTRIES	12/17/08	1/14/09	\$48,277					\$48,277

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amendment #1	Amendment #2	Amendment #3	Amendment #4	Updated Contract Amount
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	1/13/09	1/21/09	\$93,362	\$0				\$93,362
GORDON AFH	12/11/08	12/18/08	\$33,816					\$33,816
GRACELAND II LLC	12/19/08	1/6/09	\$137,484					\$137,484
GRACYALNY, SUE	12/19/08	1/30/09	\$64,000	\$0				\$64,000
GRONSETH AFH	12/23/08	1/8/09	\$43,200					\$43,200
HANDISHOP INDUSTRIES INC.	1/2/09	1/12/09	\$10,411					\$10,411
HARMONY LIVING CENTERS LLC	1/28/09	2/2/09	\$54,451					\$54,451
HEARTLAND HOUSE	1/2/09	1/16/09	\$24,255					\$24,255
HIETPAS AFH	Jason 1/22/	1/23/09	\$18,395					\$18,395
HOEFT AFH	12/11/08	1/12/09	\$38,628					\$38,628
HOME INSTEAD SENIOR CARE	12/15/08	1/2/09	\$461,095	\$0				\$461,095
HOMES FOR INDEPENDENT LIVING	2/4/09	2/5/09	\$4,342,552					\$4,342,552
HUCEK AFH	1/30/09	1/30/09	\$9,600	\$13,281				\$22,881
IMPROVED LIVING SERVICES	1/14/09	1/21/09	\$625,021					\$625,021
INFINITY CARE INC	3/2/09	3/2/09	\$47,100	\$0				\$47,100
INNOVATIVE COUNSELING(AUTISM)	1/22/09	2/13/09	\$32,566					\$32,566
INNOVATIVE SERVICES	1/8/09	1/8/09	\$8,176,003	\$0	\$0	\$0	\$36,950	\$8,212,953
INTEGRATED COMMUNITY SERVICES(Oct-Sept contract)	n/a	8/20/08	\$283,125	\$51,218	\$36,632			\$370,975
INTEGRATED DEVELOPMENT SERVICES	3/18/09	3/31/09	\$50,000					\$50,000
INTERIM HEALTHCARE	12/15/08	3/18/09	\$4,997					\$4,997
INTERIM HEALTHCARE STAFFING	12/15/08	3/18/09	\$47,159					\$47,159
J & DEE INC.	1/7/09	2/5/09	\$1,140,235					\$1,140,235
JACKIE NITSCHKE CENTER	12/23/08	1/8/09	\$381,445					\$381,445
KAKUK AFH	12/11/08	1/2/09	\$30,660					\$30,660
KATHLEEN LYONS LLC	1/28/09	2/4/09	\$142,000					\$142,000
KCC FISCAL AGENT SERVICES	1/8/09	1/8/09	\$4,408,000	\$0	\$0			\$4,408,000
KINDRED HEARTS	1/28/09	2/11/09	\$42,607	\$17,575				\$60,182
KLECZKA-VOGEL AFH	12/11/08	1/6/09	\$76,080					\$76,080
KLEIN, DR. (AUTISM)	12/19/08	12/23/08	\$273,163					\$273,163
KUSKE AFH	12/11/08	1/2/09	\$56,442	\$2,580				\$59,022
LAMERS BUS LINES, INC.	12/17/08	1/16/09	\$744,236					\$744,236
LAURENT AFH	5/7/09	5/18/09	\$59,873	\$0				\$59,873
LEMONS RECEIVING HOME	6/5/09	6/10/09	\$14,141					\$14,141
LISKA, JOANN	1/2/09	2/2/09	\$4,682					\$4,682
LUTHERAN SOCIAL SERVICES	1/14/09	4/7/09	\$2,017,497					\$2,017,497
LUTHERAN SOCIAL SERVICES-FAMILY PARTNERSHIP	12/19/08	1/8/09	\$46,823					\$46,823
LUTHERAN SOCIAL SERVICES-HOMME	1/8/09	2/4/09	\$34,304					\$34,304
MACHT VILLAGE PROGRAMS INC	jill 2/4/09	2/6/09	\$954,024					\$954,024
MALONE AFH	12/11/08	12/18/08	\$46,788	\$20,678				\$67,466
MARATHON YOUTH SERVICES	12/19/08	1/16/09	\$15,000					\$15,000

2009 Contract Status Log

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Agency	Contract Sent	Contract Returned	Original Contract Amount	Amendment #1	Amendment #2	Amendment #3	Amendment #4	Updated Contract Amount
MARLA VIST MANOR ASSISTED LIVING	1/21/09	2/25/09	\$179,444					\$179,444
MCCORMICK MEMORIAL HOME	1/2/09	1/29/09	\$27,358	\$0				\$27,358
MCGARRY AFH	12/11/08	1/26/09	\$17,844					\$17,844
MCLAREN JACK AFH	12/11/08	1/14/09	\$33,168					\$33,168
MCLAREN JANETTE AFH	12/11/08	1/12/09	\$68,388					\$68,388
MEDI-VANS	12/17/08	1/2/09	\$147,686	\$0				\$147,686
MELOHN AFH	12/11/08	1/2/09	\$35,664					\$35,664
MILQUETTE AFH	12/11/08	12/23/08	\$21,204					\$21,204
MOORING PROGRAMS INC	1/8/09	2/11/09	\$193,026					\$193,026
MY BROTHERS KEEPER	12/17/08	12/23/08	\$34,808					\$34,808
NELSON AFH	12/23/08	1/6/09	\$105,744					\$105,744
NEITZEL AFH	1/16/09	1/21/09	\$17,285					\$17,285
NEMETZ AFH	12/11/08	12/26/08	\$39,516	\$6,970				\$46,486
NEW COMMUNITY SHELTER*	12/17/08	1/26/09	\$41,004					\$41,004
NEW CURATIVE REHABILITATION	1/28/09	2/4/09	\$1,192,767					\$1,192,767
NEWCAP INC.	12/23/08	1/14/09	\$6,807					\$6,807
NEW VIEW INDUSTRIES	5/26/09		\$21,600					\$21,600
NEW VISIONS TREATMENT HOMES OF WI, INC	1/26/09	2/2/09	\$86,696					\$86,696
NORTHWEST PASSAGE I/II	12/19/08	1/30/09	\$76,577					\$76,577
NOVA COUNSELING SERVICES	12/23/08	1/28/09	\$97,148					\$97,148
OCONNOR AFH	12/11/08	12/18/08	\$30,888					\$30,888
OPTIONS TREATMENT	1/6/09	1/30/09	\$10,000	\$30,000				\$40,000
ORLICH AFH	12/11/08	1/6/09	\$61,288	\$18,900				\$80,188
P.A.T.H. (SEE ANU FAMILY SERVICES, INC)	12/19/08	1/14/09	\$0	\$0				\$0
PANTZLAFF AFH	12/15/08	1/6/09	\$70,368	\$19,972				\$90,340
PARAGON INDUSTRIES	12/23/08	1/26/09	\$474,214					\$474,214
PARENTEAU AFH	12/11/08	1/12/09	\$41,316					\$41,316
PATIL, DR.	1/2/09	1/14/09	\$154,635					\$154,635
PENNINGS AFH	12/11/08	1/2/09	\$28,788					\$28,788
PIANTEK RECEIVING HOME	12/15/08	12/23/08	\$28,282					\$28,282
PNUMA HEALTH CARE	12/23/08	1/28/09	\$120,003					\$120,003
PREVEA	12/23/08	2/18/09	\$188,312					\$188,312
PRODUCTIVE LIVING SYSTEMS	1/22/09	3/5/09	\$561,735					\$561,735
QUINN AFH	12/11/08	2/16/09	\$21,312					\$21,312
RAVENWOOD BEHAVIORAL HEALTH	1/8/09	3/27/09	\$43,800					\$43,800
REBEKAH HAVEN	12/23/08	1/2/09	\$33,660	\$0	\$0			\$33,660
REHABILITATION HOUSE, INC	1/7/09	1/21/09	\$25,500					\$25,500
REHAB RESOURCES	12/23/08	1/6/09	\$188,800					\$188,800
REIS AFH	12/11/08	1/2/09	\$22,560					\$22,560
REM-WISCONSIN II, INC.	1/26/09	2/9/09	\$1,699,949					\$1,699,949

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